

Section C - Description/Specifications/Statement of Work

Statement of Work (SOW)

For

Provisioning and Supply Support for Obsolescence Management, Project Management and Program Support

1.0 INTRODUCTION

1.0.1 The Naval Surface Warfare Center Philadelphia Division (NSWCPD) is a Department of Defense entity responsible for research and development, test and evaluation, engineering and fleet support organization for the Navy's ships, submarines, military watercraft and unmanned vehicles. This requirement is for NSWCPD Code 315, which is responsible for new Acquisition and Life Cycle provisioning, supply support, Diminished Manufacturing Sources and Material Shortages (DMSMS) management, and shipboard configuration for the Integrated Logistics Support (ILS) for the Hull, Mechanical and Electrical (HM&E) systems and equipment installed on U.S. Navy surface ships and submarines.

1.0.2 This contract is for non-personal services. It does not create employment rights with the U.S. Government whether actual, inherent, or implied.

1.0.3 Government/Contractor Relationship:

1.0.3.1 The services to be delivered under this Task Order are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the Task Order between the Government and the Contractor's personnel. Therefore, it is in the best interest of the Government to provide both parties a full understanding of their respective obligations.

1.0.3.2 The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishable badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

1.0.3.3 Contractor personnel under this Task Order shall not engage in any of the inherently Governmental functions listed at FAR Subpart 7.5 or DFARS Subpart 207.5.

1.0.4 Employee Relationship:

1.0.4.1 The services to be performed under this Task Order do not require the Contractor or its personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

1.0.4.2 Rules, regulations, directives, and requirements that are issued by the U. S. Navy and NSWCPD under its responsibility for good order, administration, and security are applicable to all personnel who enter a Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

1.0.4.3 Inapplicability of Employee Benefits: This Task Order does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

1.0.4.4 It is the Contractor's, as well as the Government's, responsibility to

monitor Task Order activities and notify the Contracting Officer if the Contractor believes that the intent of this Section has been or may be violated.

1.0.4.4.1 The Contractor shall notify the Contracting Officer in writing via letter or email within three (3) calendar days from the date of any incident that the Contractor considers to constitute a violation of this Section. The notice should include the date, nature, and circumstances of the conduct; the name, function, and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct; identify any documents or substance of any oral communication involved in the conduct; and the Contractor's estimated date when, absent a response, cost, schedule or performance will be impacted.

1.0.4.4.2 The Contracting Officer will, within five (5) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

- (i) Confirm the conduct is in violation and when necessary direct the mode of further performance,
- (ii) Countermand any communication regarded as a violation,
- (iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance, or
- (iv) In the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor.

1.1 BACKGROUND

The Integrated Logistics Engineering, Readiness and Training Division (Code 31) and the Provisioning and Supply Support Branch (Code 315) of the Naval Surface Warfare Center, Philadelphia Division (NSWCPD), provide services that includes Diminished Manufacturing Sources and Material Shortages (DMSMS)/Obsolescence, Configuration, Provisioning and all associated machinery research and development. NSWCPD develop, implement, provide and maintain logistic products to provide Supply Support for Life Cycle and New Acquisition programs for Hull, Mechanical and Electrical (HM&E) systems and equipment installed on U.S. Navy surface ships and submarines.

1.2 SCOPE OF WORK

The Contractor shall provide engineering and technical services required for developing, implement, providing and maintaining logistic products to provide Supply Support for Life Cycle and New Acquisition programs for Hull, Mechanical and Electrical (HM&E) systems and equipment installed on U.S. Navy surface ships and submarines. This effort to include supporting all Diminished Manufacturing Sources and Material Shortages (DMSMS)/Obsolescence issues, Configuration, Provisioning and all associated machinery research and development. The contractor will be responsible for working both Proactive and Reactive DMSMS cases and working with NSWCPD to determine and document recommended resolutions. The contractor will be coordinating with various other warfare centers including NUWC Keyport and NSWC-PHD to proactively monitor Various HM&E systems for Obsolescence and reporting findings in various Monitoring systems (SMART and OMIS). The contractor will be required to assist the NSWCPD DMSMS team in tracking all Quad charts, preparing for meetings Quarterly reviews, and providing Metrics. The contractor will be required to review, develop or update all logistics elements required to support DMSMS resolutions and associated engineering.

2.0 APPLICABLE DOCUMENTS

1. MIL-STD-1522/1561: Provisioning Procedures and Technical Documentation (with SPCC Addendum): DOD 5400.07 Freedom of Information Act Program: <https://dap.dau.mil/policy/Lists/Policy%20Documents/DispForm.aspx?ID=2630>
2. MIL-STD-480: Configuration Control - Engineering Changes, Deviations and Waiver www.everyspec.com
3. MIL-STD-482: Configuration Status Accounting Data Elements and Related Features, www.everyspec.com
4. NAVSEA 9090/700 Ship Configuration and Logistic Support Information System (SCLSIS), www.everyspec.com
5. Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information Systems (MAIS) Acquisition Programs (DOD 5000.2-R), www.everyspec.com
6. DOD Interim Defense Acquisition Guidebook – dtd October 30, 2002, www.everyspec.com
7. DLA 3200.1: Engineering Support for Items Supplied by DLA and GSA, www.dla.mil/issuances/Documents/i3218.pdf
8. SD-22 Diminished Manufacturing Sources and Material Shortages, <https://www.acq.osd.mil/se/docs/SD-22-DMSMS.pdf>
9. MIL-PRF-49506, Logistic Management Information (LMI)
10. NAVSEA Technical Specification 9090-1500 (series) Provisioning Allowance, and Fitting Out Support (PAFOS), dated 8 Jan 2003
11. SL720-AA-MAN-030, Surface Ship and Carriers Entitled Process for Modernization, Maintenance, & Operations Manual
12. NAVSEA Technical Specification 9090-700, Ship Configuration and Logistic Support Information System, July 2005
13. Shock Tests, H.I. (High Impact) Shipboard Machinery, Equipment, and Systems, Requirements for (MIL-S-901E) (10 June 2017) www.everyspec.com
14. Mechanical Vibrations of Shipboard Equipment (Type I - Environmental and Type II – Internally Excited) (MIL-STD-167-1A) (02 November 2005) www.everyspec.com
15. Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment (MIL-STD-461F) (10 December 2007) www.everyspec.com

The Contractor shall reference and utilize the latest version available when performing tasks within this SOW.

3.0. REQUIREMENTS

3.1 Obsolescence Support

3.1.1 The contractor shall provide proactive and reactive obsolescence program and technical support for NSWCPD cognizant systems to include coordination of vendor surveys, obsolescence analysis of selected systems, development of obsolescence metrics, development of initial recommended resolution and active obsolescence case management.

3.1.2 The contractor shall generate, maintain, and monitor material lists to Diminishing Manufacturing Sources (DMS) spares procurements, facilitate material list inputs to program management personnel, and track the receipt and location of delivered material.

3.1.3 The contractor shall provide engineering services to support obsolescence and develop related technical documentation (Drawings, Technical Manuals, Bill of Materials) of components, equipment and logistics, as directed by NSWCPD technical instructions.

3.1.4 Mitigate emergent or anticipated Diminishing Manufacturing Sources and Material Shortages (DMSMS) material issues, in response to emergent fleet and shore side equipment casualties and shortfalls.

3.1.5 Identify and correct discrepancies associated with shipboard and shore side spares and logistics documentation to include Provisioning Technical Documentation, Technical Manual, Drawing, Planned Maintenance, and all other ILS product updates that require development.

3.1.6 The contractor shall implement an obsolescence management strategy tailored to each individual ship platform requirement and maintain an automated database capable of identifying impacts to other ship platforms and generating metrics leading to equitable sharing of costs across platforms for obsolescence resolutions as well as track status of all Quad Charts in all Phases of development.

3.1.7 The contractor shall provide interface support with major Navy HM&E system integrators and Original Equipment Manufacturers (OEMs) for the development of Ship turn over reports and coordination of ongoing meetings (Configuration Control Board ((CCBs), DMS issue resolution, DMSMS Working group Meetings, Program reviews and ILS Management Teams).

3.1.8 The contractor shall perform asset recovery and reutilization supportability analyses to determine equipment designation and quantity of material to be removed from ships for reutilization for support of Fleet legacy configurations and prepare the removed material for reutilization by conducting system teardowns, identifying and tagging Lowest Removable Unit (LRU) parts, and submitting lists of parts to the supply system through the Fleet and Industrial Supply Center (FISC) maintained warehouses.

3.1.9 The contractor shall assist in researching, developing and providing a Technical Data Package to the ISEA (In-Service Engineering Agent) that identifies a recommended resolution for ISEA approval. The Contractor will include the Logistics Impacts and required TDP to support such changes. These may include determining the Quantity required for Life Time support requirements to be provided to Defense Logistics Agency and Naval Supply Command to NSWCPD for review. The research and recommended resolutions shall include alternate methods of support, alternate manufacturing offers, waivers/deviations and engineering change proposals, technical data package development, reverse engineering considerations; contract deliverables (e.g. contract quantity requirements, testing requirements, waiver of factory acceptance testing or production lot testing), critical item determination, evaluation of surplus offers, and extended engineering.

3.1.10 The contractor shall conduct health assessments of logistics Allowance Parts Lists (APLs) & National Stock Numbers and National Item Identification Numbers (NSN/NIINs), including current fleet installation and DMSMS status utilizing available logistics databases (including Configurations Data Managers Database-Open Architecture (CDMD-OA), Federal Logistics Information system (FLIS), & Haystack (prior to each shelf area documentation review).

3.1.11 The contractor shall execute a reactive and proactive obsolescence management strategy consistent with all NSWC Philadelphia submitted Task Planning Sheet requirements, to include a dynamic prioritization scheme that can be adjusted with the approval of and/or increases/decreases in funding.

3.1.12 The contractor shall assist in coordinating Environmental Qualification Testing (EQT) test events to qualify replacement components and equipment for shipboard use. The contractor shall also perform EQT testing. Projected tests for all years of the contract are:

-Heavyweight shock (MIL-S-901E)	one (1) event
-Medium weight shock (MIL-S-901E)	two (2) events
-Vibration (MIL-STD-167-1A)	two (2) events
-EMI/EMC (MIL-STD-461F)	one (1) event

3.2 Project Management and Program Support

3.2.1 The contractor shall provide Metrics as required to support the DMSMS program. These metrics shall be tracked monthly and reflect work completed.

3.2.2 The contractor shall provide program planning and support for the DMSMS, DLA-339 and ESRS programs to include participation in logistics planning for a smooth transition from an acquisition to in-service platform.

3.2.3 The contractor shall provide support by interfacing with NSWCPD In Service Engineering Activities (ISEA's), NAVAL Supply Systems Command (NAVSUP), Naval Sea Systems Command (NAVSEA), Defense Logistics Agency, and other activities to identify Completion dates, Funding requirements, Statements Of Work (SOW's) for completion of DMSMS, DLA-339 and ESRS cases.

3.2.4 The contractor shall conduct detailed analyses of issues impacting ILS and prepare reports identifying causes and potential resolutions.

3.2.5 The contractor shall process inbound technical drawings for cataloging into the Naval\Shipyards Engineering Drawing Repository (NSED) by reviewing proprietary information and disseminating on a need to know basis, performing quality assurance reviews in the NSED database to check for errors and to be certain the drawings are cataloged properly, using photo editing software as needed to touch up drawings to make them more legible, and liaising with provisioning personnel in checking the NSED database and providing drawings that they do not have access to.

3.2.6 The contractor shall provide in depth guidance recommendations for NSWC Philadelphia provisioning process policy development, develop draft implementation procedures and training guidance for provisioning personnel, and schedule, coordinate and conduct DLA/Navy Working Group meetings to include Engineering Support Working Group (ESWG), and Provisioning Center Of Excellence (PCOE) meetings among the Navy, DLA and other Services for matters involving equipment configuration control and provisioning Federal Logistic Information Data.

3.2.7 The contractor shall provide standardization support by reviewing, researching and making recommendations in support of the DoD Standardization Office Item Reduction Studies (IRS).

3.3 Supply, Logistics, and ILS Certifications Support

3.3.1 Supply Support

3.3.1.1 The contractor shall provide engineering, technical, and logistics support in support of fleet maintenance philosophies to identify and resolve material condition discrepancies; track and resolve Diminished Manufacturing Sources and Material Shortages (DMSMS) and obsolescence issues and logistics discrepancies; resolve high visibility parts availability and long lead time material issues; provide Government Furnished Equipment (GFE) and Contractor Furnished Equipment (CFE) tracking support; and provide support for the update and maintenance of configuration data for upload to the Configuration Data Managers Database-Open Architecture (CDMD-OA). These services are required in support of the construction, overhaul, modernization, and repair of shipboard hull, mechanical and electrical systems, as well as life-cycle maintenance of other U.S. Navy systems and associated life-cycle logistics support documentation per requirements of references.

3.3.1.2 The contractor shall develop, review, update, and maintain complete supply support documentation; and shall be responsible for analyzing various

forms of Technical Data Packages (TDP)/ Engineering Data for Provisioning (EDFP), maintenance plans, engineering drawings, reliability data, level of repair, and scheduled maintenance data. The contractor shall identify spare parts (e.g. OBRP, INCO and Depot) requirements, perform inventory management, and determine lead times.

3.3.2 Provisioning - Allowance Parts Lists/ Allowance Equipage List (APL/AEL) Development, Maintenance, and Support.

3.3.2.1 The contractor shall develop and/or review Provisioning Parts Lists (PPL) and other provisioning lists along with EDPF, confirm the adequacy and accuracy, and resolve discrepancies or deficiencies as appropriate. PPLs and other new/revised provisioning lists shall be developed and submitted using the Interactive Computer Aided Provisioning System Client Server (ICAPS C/S). The contractor shall also similarly review Statements of Prior Submission (SPS) provisioning packages and Statements of Prior Submission (SPS) with Change provisioning packages for adequacy and accuracy. The contractor shall review fleet feedback reports, message traffic, 3M data, DMSMS reports and distance support issues to identify and correct APL/AEL discrepancies and deficiencies by developing draft responses and corrected PPLs and other provisioning lists as required. The contractor shall develop PPLs to add maintenance significant items that are not currently listed on APL/AELs. The contractor shall review alteration drawings to identify APL/AEL equipment managed by NSWCPD that was installed or removed and develop APL/AELs as required. The contractor shall also review Engineering Data For Provisioning (EDFP), and where required, develop PPLs using the ICAPS C/S for APL/AEL worthy equipment.

3.3.3 Configuration Status Accounting (CSA) Support

3.3.3.1 The contractor shall review drawings to identify configuration-worthy items and determine changes required to support the alteration. As required, the contractor shall conduct Validation and Verification (either desktop drawing validations and/or shipboard physical sight validation audits) of newly installed systems or equipment to ensure that logistics data matches actual configuration. The contractor shall develop CDMD-OA work files to update the ship's configuration by adding or deleting APL / AELs from the ship's configuration, adding logistic and alteration information and reviewing the resultant files to ensure that the Configuration Data Managers (CDMs) have processed the changes per reference.

3.3.4 ILS Certification Support

3.3.4.1 The contractor shall review existing and develop new ILS Certification documentation for NSWCPD via the NDE ILS Certification Module to ensure proper life-cycle logistics support is available before deployed or re-deployed scheduled ship availabilities have occurred and ensure the assigned ship's systems and equipment have necessary levels of configuration identification, logistics support and proper logistics technical documentation per references (4.3) and (4.5). The contractor shall prepare Configuration Overhaul Planning (COP) documents. The contractor shall maintain the Availability Planning Tool (APT) to ensure that all procedural, technical and logistics requirements for installations of alterations and modifications are met prior to the commencement of the availability.

3.3.5 SCD and Alteration Support

3.3.5.1 The contractor shall review HM&E Ship Change Documents and alteration drawing packages to determine sparing impact, conduct research for supply support, Preventative Maintenance System (PMS) and tech manual updates resulting from SCDs or alterations, using software packages, such as HAYSTACK; Federal Logistics (FEDLOG); General Distribution Allowance Part List (GDAPL); Preventive Maintenance System Schedule (PMS-MIS); Technical Data Management Information System (TDMIS) and others such as CDMD-OA and NDE. Using these tools, the contractor will collect and compile Configuration Overhaul Planning (COP) data for determination of a need for interim spares on board for HM&E equipment being installed.

3.3.5.2 The contractor shall provide availability coordination support to ensure that all planned SCDs with HM&E equipment being installed are reviewed for establishment of interim spares or OBRPs. The Contractor will establish tracking systems to ensure each SCD being installed during an availability that has been screened to NSWCPD has been thoroughly reviewed for interim spares and onboard repair parts (OBRP's), to track Technical Assessment Team (TAT) review and to track installing activity review.

3.4 Manufacturing Phase-Out or Discontinuation of Production, Diminishing Sources, and Obsolete Materials or Components

3.4.1 The contractor shall notify the contracting officer immediately upon determining the unavailability of obsolete materials or components. The contractor may recommend a solution to include the impact on the contract price and delivery. The contractor shall not initiate any item redesign or incur any additional costs without the express, written authorization of the contracting officer.

3.5 Commonality of Systems, Subsystems, and Components - Not applicable**3.6 Manufacturing Phase-Out or Discontinuation of Production, Diminishing Sources, and Obsolete Materials or Components – Not applicable****3.7 Diminishing Manufacturing Sources and Material Shortages Management (DMSMS) Contract Requirements - Not applicable****3.8 Parts Obsolescence – Not applicable****4.0 DATA REQUIREMENTS****4.1 Contract Status Report (CDRL A001)**

4.1.1 This report shall reflect both prime and Subcontractor data if applicable at the same level of detail.

4.1.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable the Government's approval must be received in writing from the COR within 5 business days before formal submission.

4.2 Travel Report (CDRL A002)

4.2.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.3 Contractor's Personnel Roster (CDRL A003)

4.3.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.4 Government Property Inventory Report (CDRL A004)

4.4.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

4.5 Systems Security Plan (CDRL A005)

4.5.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Government's approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the same level of detail.

5.0 SECURITY REQUIREMENTS

5.1 SECURITY TRAINING. The Contractor is responsible for completing all required Government mandated training to maintain security and network access to government sites and IT systems to include but not limited to: Antiterrorism Level 1 Awareness; Records Management in the DON: Everyone's Responsibility; Training and Readiness: The Active Shooter; NAVSEA Introduction to Controlled Unclassified Information; Operations Security (OPSEC); NAVSEA Counterintelligence Training; Privacy and Personally Identifiable Information (PII) Awareness Training; NAVSEA Physical Security training and Cybersecurity 101 Training. Certificates of successful completion shall be sent to the COR and as otherwise specified in the contract.

5.1.1 In accordance with the NISPOM DoD 5220.22M, Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site require an open investigation or favorable adjudicated Tier 3 by the Vetting Risk Operations Center (VROC). An interim clearance is granted by VROC and recorded in the Joint Personnel Adjudication System (JPAS). An open or closed investigation with a favorable adjudication is required prior to issuance of a badge providing access to NSWCPD buildings. Furthermore, if the Navy Central Adjudication Facility, have made an unfavorable determination access will be denied. For Common Access Card (CAC) you must have an open investigation and or favorable adjusted investigation. Interim security clearance are acceptable for a CAC. Access will be denied for anyone that has eligibility pending in JPAS. Vetting through the National Crime Information Center, Sex Offender Registry, and the Terrorist screening database shall be process for a contractor that does not have a favorable adjudicated

investigation.

5.1.2 Contractor personnel that require a badge to work on-site at NSWCPD must provide an I-9 form to verify proof of citizenship. The I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors shall also bring their birth certificate, current United States Passport or naturalization certificate and state issued ID to the NSWCPD Security Officer at the time of badge request to verify citizenship. Any contractor that has unfavorable information that has not been favorably adjudicated, by Department of Defense Central Adjudication Facility (DOD CAF) will not be issued a badge.

5.1.3 Within 30 days after contract award, the contractor shall submit a list of all contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCPD sites to the appointed Contracting Officer Representative (COR) via email. The contractor shall provide each employee's first name, last name, contract number, the NSWCPD technical code, work location, whether or not the employee has a CAC and or Standard Access Control Badge (SACB), the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. Throughout the period of performance of the contract, the Contractor shall immediately provide any updated information to the COR when any Contractor personnel changes occur including substitutions or departures.

5.2 ON SITE WORK. Contractor personnel that require a badge to work on-site at one of the NSWCPD sites must provide an I-9 form to verify proof of citizenship. The I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors shall also bring their birth certificate, current United States Passport or naturalization certificate and state issued ID to the NSWCPD Security Officer at the time of badge request to verify citizenship. Finally, contractors shall supply a copy of their OPSEC Training Certificate or other proof that the training has been completed.

5.2.1 In accordance with NSWCPD security protocol, contractor employees who hold dual citizenship will not be granted security clearance to our facilities.

5.2.2 For each day on NSWCPD property, the contractor shall complete the current version of the NSWCPD COVID-19 Screening and Self-Assessment Questionnaire (Attachment 5) for each employee. If there are any "Yes" answers, the contractor shall contact the TPOC or the Contractor Officer.

5.3 DD254 REQUIREMENT. This effort may require access to classified information up to the CONFIDENTIAL level. No classified data will be generated or stored by the Contractor. The Contractor is required to have and maintain a CONFIDENTIAL clearance. The requirements of the attached DD Form 254 apply.

5.3.1 The contractor is required to maintain a Facility Security Clearance (FCL) in accordance with the DD254 to perform certain work under the contract. Although it is not required at time of award, it shall be obtained within 30 Days after award. Otherwise the government will have no obligation to continue ordering work under the contract and may not exercise any of the available options.

5.3.2 The Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPOM) (DOD 5220.22-M), and (3) assure compliance with any written instructions from the NSWCPD, Security Office.

5.3.3 The contractor shall forward signed copies of DD254s provided to subcontractors to the Naval Surface Warfare Center Philadelphia Division (NSWCPD), ATTN: Security.

5.3.4 The contractor shall direct the subcontractor to obtain approval, through the prime Contractor, for the public release of information received or generated by the sub through the prime Contractor.

5.3.5 The contractor shall submit the subcontractor request for public release through the technical point of contact identified on the DD 254.

Additional information related to the facility clearance process can be obtained by visiting www.dss.mil or http://www.dss.mil/isec/pcl_index.htm.

5.4 OPERATIONS SECURITY (OPSEC)

5.4.1 The Contractor shall protect critical information associated with this contract to prevent unauthorized disclosure. The NSWC Philadelphia Division's (NSWCPD) Critical Information List (CIL)/ CIIL (Critical Indicators and information list) will be provided on site, if warranted. Performance under this contract requires the contractor to adhere to OPSEC requirements. The Contractor may not impose OPSEC requirements on its subcontractors unless NSWCPD approves the OPSEC requirements. During the period of this contract, the Contractor may be exposed to, use, or produce, NSWCPD Critical Information (CI) and/or observables and indicators which may lead to discovery of CI. NSWCPD's CI will not be distributed to unauthorized third parties, including foreign governments, or companies under Foreign Ownership, Control, or Influence (FOCI).

5.4.2 CUI correspondence transmitted internally on the contractor's unclassified networks or information systems, and externally, shall be protected per NIST SP-800-171, Protecting Controlled Unclassified Information (CUI) in Non-federal Systems and Organizations.

Assembled large components/systems being transported to and from testing areas, other production or government facilities (whether or not on public roadways) shall be in an enclosed van trailer or covered flatbed trailer. Component/System outside storage, staging, and test areas shall be shielded/obscured from public view wherever physically possible.

5.4.3 NSWCPD's CI shall not be publicized in corporate wide newsletters, trade magazines, displays, intranet pages or public facing websites. Media requests related to this project shall be directed to the PCO, and the COR who will forward the request to the NSWCPD Public Release Authority for review.

5.4.4 Any attempt by unauthorized third parties to solicit, obtain, photograph, or record, or; incidents of loss/compromise of government Classified or CI, Business Sensitive, Company Proprietary information related to this or other program must be immediately reported to the contractor's Facility Security Officer and Cognizant Security Office and/or the Naval Criminal Investigative Service, and the NSWC PD Security Division (Code 105.1). Questions concerning these requirements shall be directed to the PCO, and the COR who will forward the request to the NSWC PD Security Division (Code 105.1).

5.5 RECEIPT, STORAGE, AND GENERATION OF CONTROLLED UNCLASSIFIED INFORMATION (CUI) All Controlled Unclassified Information (CUI) associated with this contract must follow the minimum marking requirements of DoDI 5200.48, Section 3, paragraph 3.4.a, and include the acronym "CUI" in the banner and footer of the document. In accordance with DoDI 5200.48, CUI must be safeguarded to prevent Unauthorized Disclosure (UD). CUI export controlled technical information or other scientific, technical, and engineering information must be marked with an export control warning as directed in DoDI 5230.24, DoDD 5230.25, and Part 250 of Title 32, CFR. Nonfederal information systems storing and processing CUI shall be protected per NIST SP-800-171, or subsequent revisions. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy CUI associated with this contract by any of the following approved methods: A cross-cut shredder; a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration; or methods approved for classified destruction.

5.6 Planning, Programming, Budgeting and Execution (PPBE) Data.

When contractor employees, in the performance of their duties, are exposed to Planning, Programming, Budgeting and Execution (PPBE) data, a Non-Disclosure Agreement (NDA) with all affected contractor personnel must be executed in coordination with the COR and PCO to ensure safeguarding disclosure of this data.

5.7 Safeguarding Covered Defense Information and Cyber Incident Reporting

5.7.1 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews

5.7.1.1 Within thirty (30) days of contract award, the Contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government at the contractor's facility. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this contract. The Contractor shall fully cooperate in the Government's review of the SSPs at the Contractor's facility.

5.7.1.2 If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the Contractor of each identified deficiency. The Contractor shall correct any identified deficiencies within thirty (30) days of notification by the Government. The contracting officer may provide for a correction period longer than thirty (30) days and, in such a case, may require the Contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The Contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.

5.7.1.3 Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s) at the Contractor's facilities. The Government may continue to conduct follow-on reviews until the Government determines that the Contractor has corrected all identified deficiencies in the SSP(s).

5.7.1.4 The Government may, in its sole discretion, conduct subsequent reviews at the Contractor's site to verify the information in the SSP(s). The Government will conduct such reviews at least every three (3) years (measured from the date of contract award) and may conduct such reviews at any time upon thirty (30) days' notice to the Contractor.

5.8 U-NNPI SECURITY REQUIREMENTS

5.8.1 Security Classification Guidance is as follows of portions of the tasking on this contract when invoked in the task order statement of work:

5.8.1.1 Contractor requires access to information and equipment classified at the Confidential National Security Information (NSI) level in order to provide industrial support services within facilities that actively supports the Navy Nuclear Propulsion Program (NNPP).

5.8.1.2 All contractor personnel accessing classified information or classified material associated with the performance work relative to the resultant contract must be United States citizens no foreign nationals and shall have and maintain at a minimum Confidential security clearance.

5.8.1.3 The Contractor is responsible for completing all required government mandated training to maintain security and network access to government sites and IT systems, as necessary to support.

5.9 U-NNPI

5.9.1 Purpose The Contractor hereby agrees that when provided documents (specifications, drawings, etc.) that are marked as containing NOFORN sensitive information that must be controlled pursuant to Federal law, the information contained therein and generated as part of the inquiry shall be used only for the purpose stated in the contract and shall in no case be transmitted outside the company (unless such transmittals comply with the detailed guidance of the contract) or to any foreign national within the company. While in use, the documents shall be protected from unauthorized observation and shall be kept secure so as to preclude access by anyone not having a legitimate need to view them. The documents shall not be copied unless done in conformance with the detailed guidance of the contract. All the documents shall be promptly returned in their entirety, unless authorized for proper disposal or retention, following completion of the contract.

5.9.2 Specific Requirements for Protecting U-NNPI

- a. Only U.S. citizens who have an NTK required to execute the contract shall be allowed access to U-NNPI.
- b. When not in direct control of an authorized individual, U-NNPI must be secured in a locked container (e.g., file cabinet, desk, safe). Access to the container must be such that only authorized persons can access it, and compromise of the container would be obvious at sight. Containers should have no labels that indicate the contents. If removed from the site, U-NNPI must remain in the personal possession of the individual. At no time should U-NNPI be left unsecured (e.g., in a home or automobile, or unattended in a motel room or sent with baggage).
- c. U-NNPI documents will have the word NOFORN at the top and bottom of each page. The cover sheet will have the warning statement shown below. Documents originated in the course of work that reproduce, expand or modify marked information shall be marked and controlled in the same way as the original. Media such as video tapes, disks, etc., must be marked and controlled similar to the markings on the original information.
- d. U-NNPI may not be processed on networked computers with outside access unless approved by CNO (N00N). If desired, the company may submit a proposal for processing NNPI on company computer systems. Personally owned computing systems, such as personal computers, laptops, personal digital assistants, and other portable electronic devices are not authorized for processing NNPI. Exceptions require the specific approval of the cognizant DAA and CNO (N00N).
- e. U-NNPI may be faxed within the continental United States and Hawaii provided there is an authorized individual waiting to receive the document and properly control it. U-NNPI may not be faxed to facilities outside the continental United States, including military installations, unless encrypted by means approved by CNO (N00N).
- f. U-NNPI may be sent within the continental United States and Hawaii via first class mail in a single opaque envelope that has no markings indicating the nature of the contents.
- g. Documents containing U-NNPI shall be disposed of as classified material.
- h. Report any attempts to elicit U-NNPI by unauthorized persons to the appropriate security personnel.
- i. Report any compromises of U-NNPI to the appropriate security personnel. This includes intentional or unintentional public release via such methods as theft, improper disposal (e.g., material not shredded, disks lost), placement on Web site, transmission via email, or violation of the information system containing U-NNPI.
- j. The only approved storage for U-NNPI is CDMS NOFORN.

6.0 PLACE OF PERFORMANCE

6.1 Contractor's primary place of performance shall be at the contractor's facilities. It is estimated that 75% of the work will occur off-site at the contractor facility and 25% of the work will occur at various government sites as follows:

- Philadelphia Naval Business Center, Philadelphia, PA (in support of NSWCPD)
- Washington Navy Yard, Washington D.C. (ins support of NSWCPD)

- Navy Supply Command (NAVSUP) Mechanicsburg, PA (in support of NSWCPD)

6.1.1 The specific location(s) will be provided at time of award of the Task Order. The Contractor shall provide a list of employees who require access to these areas, including standard security clearance information for each person, to the Contracting Officer Representative (COR) no later than three business days after the date of award. The work space provided to the Contractor personnel shall be identified by the Awardee, with appropriate signage listing the company name and individual Contractor employee name.

6.1.2 Access to Government buildings at Naval Surface Warfare Center Philadelphia Division is from 0500 to 1930 Monday through Friday, except Federal holidays. Normal work hours are from 0500 to 1930, Monday through Friday. Contractor employees shall be under Government oversight at all times. Government oversight requires that a Government employee be present in the same building/facility whenever Contractor employee(s) are performing work under this Task Order. Contractor personnel are not allowed to access any Government buildings at NSWCPD outside the hours of 0500 to 1930 without the express approval of the Procuring Contracting Officer (PCO).

6.1.3 Due to COVID-19, Contractors are encouraged to evaluate and establish performance of its contract at alternate work locations such as the expanded use of teleworking when feasible to successfully perform the contract requirements. This is in effect until there is resolution of the pandemic or as directed by the Contracting Officer.

6.1.4 Early Dismissal and Closure of Government Facilities

6.1.4.1 When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, security threat, or a facility related problem that prevents personnel from working, onsite Contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The Contractor shall not direct charge to the contract for time off, but shall follow its own company policies regarding leave. Non-essential Contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, onsite Contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

6.1.4.2 When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site Contractors will continue working established work hours or take leave in accordance with parent company policy. Those Contractors who take leave shall not direct charge the non-working hours to the Task Order. Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, and closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the Task Order period of performance, and shall not follow any verbal directions to the contrary. The PCO will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

6.1.5 The contractor shall ensure that each contractor employee who will be resident at NSWCPD completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCPD. This document is available at: <https://navsea.navy.deps.mil/wc/pnbc-code10/Safety/default.aspx>

6.1.6 In accordance with C-223-W002, ON-SITE SAFETY REQUIREMENTS (NAVSEA), the contractor shall certify by e-mail to Paul Breeden (paul.breeden@navy.mil) that on-site employees have read the "Philadelphia Division Environmental Policy and Commitment" and taken the EMS Awareness training within 30 days of commencing performance at NSWCPD. The e-mail shall include the employee name, work site, and contract number.

7.0 TRAVEL

7.1 The Contractor may be required to travel from the primary performance location when supporting this requirement. The estimated number of trips is 10 per year.

The contractor shall be required to travel CONUS (any state in USA) to accomplish the tasks contained in this contract. Travel in support of this requirement is anticipated to include, but may not be limited to, the following alternate performance locations:

CONUS/OCONUS	DESTINATION:	Number of Days Per Trip	Number of Trips	Number of People
CONUS	San Diego, CA	5	1	1
CONUS	Mechanicsburg, PA	5	3	1
CONUS	Bremerton, WA	5	1	1
CONUS	Washington DC	3	2	1
CONUS	Port Hueneme, CA	5	1	1
CONUS	Groton, CT	4	1	1
CONUS	Jacksonville, FL	4	1	1

7.2 The number of times the Contractor may be required to travel to each location cited above may vary as program requirements dictate, provided that the total estimated travel cost is not exceeded. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements. All travel shall be approved before travel occurs. Approval may be via email by the Contracting Officer (PCO) or the fully executed Technical Instruction (TI) signed by the Contracting Officer.

7.2.1 In accordance with the TI instructions, before initiating any travel the Contractor(s) shall submit a detailed and fully-burdened estimate that includes the number of employees traveling, their expected travel costs for airfare, lodging, per diem, rental car, taxi/mileage and any other costs or actions requiring approval. The travel estimate shall be submitted to the Contracting Officer's Representative (COR) and Contract Specialist. Actuals cost, resulting from the performance of travel requirements, shall be reported as part of the Contractor's monthly status report. The reportable cost shall also be traceable to the Contractor's invoice.

7.3 All travel shall be conducted in accordance with FAR 31.205-46, Travel Costs, and B-231-H001 Travel Cost (NAVSEA) and shall be pre-approved by the COR. The Contractor shall submit travel reports in accordance with DI-MGMT-81943 (CDRL A002).

7.4 Travel Costs

7.4.1 The current "maximum per diem" rates are set forth in the (i) Federal Travel Regulations for travel in the Continental United States; (ii) Joint Travel Regulations for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico, etc.); and (ii) Department of State (DOS) prescribed rates for foreign overseas locations.

8.0 GOVERNMENT FURNISHED PROPERTY

8.1 The GFP being provided consists of up to three (3) NMCI (U/NNPI) laptops, Attachment 0004, which will be provided to the contractor no later than 30 days after award.

9.0 GOVERNMENT FURNISHED INFORMATION – Not applicable

10.0 PURCHASES

10.1 Only items directly used and incidental to the services for this Task Order and for work within the scope of the Statement of Work, shall be purchased under the Other Direct Cost (ODC) line items. Purchases of an individual item that is valued above \$10,000 shall be approved by the Contracting Officer prior to purchase by the Contractor. The purchase request and supporting documentation shall be submitted via email to the Contracting Officer and the Contracting Officer's Representative (COR) it shall be itemized and contain the cost or price analysis performed by the Contractor to determine the reasonableness of the pricing. Provide copies of price estimates from at least 2 vendors.

10.2 Information Technology (IT) equipment, or services must be approved by the proper approval authority. All IT requirements, regardless of dollar amount, submitted under this Task Order shall be submitted to the PCO for review and approval prior to purchase. The definition of information technology is identical to that of the Clinger-Cohen Act, that is, any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

11.0 Counterfeit Material Prevention – Not applicable

12.0 PERSONNEL

12.1 Personnel Requirements. All persons proposed in key and non-key labor categories shall, at the time of proposal submission, shall be U.S. citizens.

12.2 Clause 52.222-2 "Payment for Overtime Premiums" will provide for the total approved dollar amount of overtime premium or will state "zero" if not approved. If overtime premium has not been approved under this contract in accordance with Clause 52.222-2, overtime effort to be performed shall be requested from the Contracting Officer prior to performance of premium overtime. For overtime premium costs to be allowable costs; the Contracting Officer is required to approve the performance of overtime prior to the actual performance of overtime. The dollar amount in FAR 52.222-2 shall equal overtime

premium negotiated between the Government and the prime contractor. This overtime premium amount shall equal the prime contractor's unburdened premium OT labor costs plus the subcontractors' fully-burdened premium OT labor costs.

12.3 The level of effort for the performance of the resultant Task Order is based on the following labor categories and total hours:

NSWCPD Title	eCRAFT Title	eCRAFT Code	Key	Govt-Site Hours	Govt-Site OT Hours	KR-Site Hours	KR-Site OT Hours	Resumes Req
Program Manager	Program/Project Manager III	MANP3	1	-0	0-	9,600	-0	1
Project Manager	Program/Project Manager II	MANP2	1	-0	-0	4,800	-0	1
DMSMS Engineer	Engineer II	E2	2	-0	0-	19,200	-0	2
Engineer	Engineer III	E3		2,500	-0	16,700	-0	
DMSMS Logistician	Logistician I	LGT1		-	-0	37,500	750	
Provisioning Logistician	Logistician I	LGT1		4,700	-0	-0	-0	
Junior Data Analyst	Logistician I	LGT1		5,800	-0	-0	-0	
Junior Logistician	Logistician I	LGT1		-0	-0	19,200	750	
Senior Provisioning Logistician	Logistician II	LGT2	2	19,200	-0	9,600	-0	2
Senior DMSMS Logistician	Logistician II	LGT2	2	-0	-0	19,200	-0	2
Senior Logistician	Logistician II	LGT2	2	-0	-0	19,200	-0	2
Logistician	Logistician II	LGT2		-0	-0	77,800	1,050	
Data Analyst	Logistician II	LGT2		3,800	-0	19,200	200	
Program Support Assistant	Intermediate Level Navy Validator I	ILNV1		-0	-0	9,600	500	
Warehouse Technician	Shipping/Receiving Clerk	21130		28,800	500	-0	-0	
Total Hours				64,800	500	261,600	3,250	

12.4 Key Personnel

12.4.1 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this Task Order in accordance with Clause 52.237-3 Continuity of Services (Jan 1991) in the basic SeaPort contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

12.4.2 In accordance with C-237-H002 Substitution of Key Personnel, the following labor categories are designated as the target Key Personnel for this contract. Resumes will be submitted for each category in the quantities indicated by the key category description. Target qualifications are listed below for each education and work experience qualifications for each key personnel labor category. The proposed combined expertise of all proposed key personnel shall cover at a minimum all requirements for task areas in section 3.0.

12.4.3 The Contractor shall provide individuals to fill the key positions identified below.

12.4.4 The Contractor shall indicate within the personnel section of its proposal, and/or indicate within individual submitted resume(s), any personnel security clearance requirements as stipulated in section 12.1 above.

Program/Project Manager III (one resume required):

Target Education: Bachelor's degree in Engineering or Business from an accredited college or university.

Target Experience: Ten (10) years' experience in management, engineering of Navy systems and equipment involving the maintenance, repair, testing, product improvement, and installation of Naval systems and equipment. The 10 years' experience should include the following: managing engineering projects involved in engineering analysis, test, operation, maintenance or operation of Naval systems, working experience in engineering and logistic projects involving the development, configuration management, and maintenance of Navy logistics technical data and associated information management systems, and experience in HM&E systems and support. Individual should have five (5) years' experience with logistics planning for DMSMS related projects.

Program/Project Manager II (one resume required):

Target Education: Bachelor's degree in Engineering or Business from an accredited college or university.

Target Experience: Five (5) years' experience in project management and program support for U.S. Navy ILS related projects and initiatives, working knowledge of U.S. Navy logistics organizations, including their functions and responsibilities. Directly related experience providing project management and program support for Hull Mechanical and Electrical (HM&E) ILS projects and initiatives is preferred.

Engineer II (two resumes required):

Minimum Education: Bachelor's Degree in Engineering from an accredited college or university.

Target Experience: Seven (7) years' experience engineering and management support for U.S. Navy DMSMS projects and initiatives, including the development of policy and processes; in addition to a thorough knowledge of the U.S. Navy's DMSMS processes, policies, configuration management, and data repositories for HM&E equipment and machinery control system electronic components.

Logistician II:

a. Senior Logistician (two resumes required):

Target Education: Individual should possess a High School diploma or GED.

Target Experience: Ten (10) years' experience in program level support of U.S. Navy and Defense Logistics Agency (DLA) logistics projects and initiatives, formulating and implementing ILS policies and processes, ILS working group support, and working knowledge of U.S. Navy logistics organizations, including their functions and responsibilities.

b. Senior DMSMS Logistician (two resumes required):

Target Education: Individual should possess a High School diploma or GED.

Target Experience: Seven (7) years' experience in DMSMS related projects, reviewing and resolving Navy HM&E DMSMS issues, facilitating DMSMS working groups, interfacing with NSWC Philadelphia ISEAs, and generating DMSMS issue resolution plans and estimates (Quad Chart Data). In addition, experience should also include knowledge of U.S. Navy organizations, their functions, and their responsibilities along with working knowledge of DOD, Naval and commercial logistical databases, e.g. Federal Logistics Information System (FLIS), Configuration Data Management Database – Open Architecture (CDMD-OA), Haystack, etc.

c. Senior Provisioning Logistician (two resume required):

Target Education: Individual should possess a High School diploma or GED.

Target Experience: Seven (7) years' experience in reviewing and analyzing Provisioning Technical Documentation (PTD)/Engineering Data For Provisioning (EDFP), maintenance plans, applying technical coding, including Source Maintenance and Recoverability (SM&R) codes and creating Provisioning Parts Lists (PPLs) in ICAPS C/S to develop and/or update Allowance Parts Lists (APLs).

12.5 Non-Key Personnel

12.5.1 In the performance of this effort, the Contractor shall fully staff the non-key positions listed below with qualified individuals. The Contractor shall provide individuals to fill the non-key positions identified below:

Engineer III:

Minimum Education: Shall possess a Bachelor's Degree in Engineering from an accredited college or university.

Minimum Experience: The experience shall include five (5) years' experience in the operation, maintenance, logistical support or testing of electrical or mechanical equipment onboard Navy Vessels.

Logistician I:

a. DMSMS Logistician I:

Minimum Education: Individual shall possess a High School diploma or GED.

Minimum Experience: The experience shall include two (2) years' experience collecting and analyzing configuration, supply, and maintenance data for DMSMS related projects.

b. Provisioning Logistician I:

Minimum Education: Individual shall possess a High School diploma or GED.

Minimum Experience: The experience shall include two (2) years' experience reviewing and analyzing Provisioning Technical Documentation (PTD)/Engineering Data For Provisioning (EDFP) and creating Provisioning Parts Lists (PPLs) in ICAPS C/S to develop and/or update Allowance Parts Lists (APLs).

c. Junior Data Analyst I:

Minimum Education: Individual shall possess a High school diploma or GED.

Minimum Experience: The experience shall include similar experience compiling and analyzing ILS data and developing associated reports or similar tasking.

d. Junior Logistician I:

Minimum Education: Individual shall possess a High school diploma or GED.

Minimum Experience: The experience shall include experience in the development or updating of ILS products for U.S. Navy HM&E systems and equipment.

Logistician II:

a. Logistician II:

Minimum Education: Individual shall possess a High school diploma or GED

Minimum Experience: The experience shall include Five (5) years' experience collecting and analyzing configuration, supply, and maintenance data for DMSMS related projects.

b. Data Analyst Logistician II:

Minimum Education: Individual shall possess a High school diploma or GED

Minimum Experience: The experience shall include Five (5) years' experience collecting and analyzing configuration, supply, and maintenance data for DMSMS related projects.

Intermediate Level Navy Validator I:

Minimum Education: Shall possess a High school diploma or GED.

Minimum Experience: The experience shall include two (2) years' experience in the use of spreadsheet and word processing software.

Shipping/Receiving Clerk:

Minimum Education: Shall possess a High school diploma or GED.

Minimum Experience: The experience shall include two (2) years' experience in a warehouse environment and the ability to utilize MS word products to include Word, Excel, Outlook and Access.

12.6 DON Cyberspace IT (Information Technology) / Cybersecurity & Information Assurance Functions and Personnel Requirements – Not applicable

13.0 NSWCPD Electronic Cost Reporting and Financial Tracking (eCRAFT) System

13.1 In addition to the requirements of Clause C-237-W001 “Electronic Cost Reporting and Financial Tracking (eCRAFT) System Reporting (NAVSEA)”, the contractor is required to provide supporting accounting system reports, at the Contracting Officer’s request, based on the review of the invoice documentation submitted to eCRAFT. This documentation will include reports such as the Job Summary Report (or equivalent), Labor Distribution Report (or equivalent), and General Ledger Detail Report (or equivalent). Supporting labor data provided must include unburdened direct labor rates for each employee and labor category. Cost breakdowns for ODCs, Materials, travel and other non-labor costs must be at the transactional level in sufficient detail so the Government can review allocability to the contract/task order. Indirect costs allocated to direct costs must be shown at the lowest level of detail sufficient to reconcile each indirect rate to the appropriate allocation base.

13.2 On invoices containing subcontractor costs, the prime contractor agrees, at the Contracting Officer’s request, to attach as supporting documentation all invoices received from subcontractors, unless the subcontractor submits invoices directly to the CO and COR. This requirement applies to all subcontract types (Cost, FFP, etc.).

14.0 SPECIAL REQUIREMENTS - Not applicable